

3 OCT 1981

MEMORANDUM FOR: Director of Information Services  
THROUGH: Deputy Director of Information Services  
FROM:   
Chief, Records Management Division  
SUBJECT: Headquarters Records Review

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1. Attached for your review are the first monthly reports concerning the headquarters records review. The DDA has seen and commented on the routing sheet.

2. Responses from the offices of the Directorate of Administration vary from some providing detailed instructions to others submitting only general plans for the review. Several offices, including OC, OS, OL, and ODP, had initiated some form of records review prior to the DDCI memorandum. All offices indicate seriousness of purpose and most expect to meet the deadline. ODP may not complete its records control schedules by February 1982, but expects to complete the entire review and schedule revisions by the end of FY82.

3. The DO, which claims to go through this exercise every year, expected to complete its work by 1 October 1981 and plans to submit a final report by 30 October 1981. The DO believes its 1981 undertaking will satisfy the requirements of the headquarters records review.

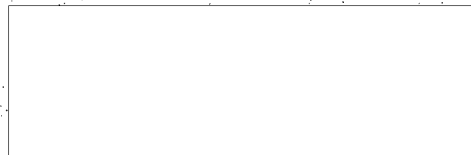
4. The Directorate of Science and Technology has circulated a directorate-wide notice on the records review, and the offices are developing their plans. They expect to meet the deadlines.

5. NFAC offices not involved in the reorganization have been instructed to begin their reviews. Offices in reorganization will begin as soon as "feasible." NFAC hopes to meet its deadline. (RMD will encourage NFAC to use the reorganization as an opportunity to review its records.)

6. The DCI Records Management Officer reported that all DCI component records control schedules are being reviewed and file review in some areas has begun. In addition, three DCI components submitted schedules for carrying out the review. The DCI/RMO expects to meet the deadline.

7. Please let us know if this form of submission to you, a synopsis plus the actual report, will be satisfactory for next time.

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Attachments:  
As stated

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DDA/OIS/RM [redacted] br (6 October 1981)

Distribution:

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1-RMD Subject: Headquarters Records Review wo/att

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